

## Our Company 公司背景

Established in 1984, Tajima Embroidery Machines Ltd. (“TEML”, the “Company”) is a leading supplier of embroidery machines and services, and the sole distributor for Tajima Industries Ltd, Japan (“TIL”) in Mainland China, Hong Kong SAR and Macau SAR. The Company is headquartered in Hong Kong, and operates research and development centers, manufacturing sites and sales offices throughout China. TEML maintains a culture of collaboration and innovation to develop leading-edge tools for the development and growth of the apparel manufacturing industry.

田島刺繡機有限公司（下稱「TEML」及「公司」）於1984年在香港正式成立，獲日本田島工業株式會社委任為TAJIMA「田島牌」多頭式電子刺繡機之中港澳總代理，「公司」憑著精湛的產品技術和優越服務，多年來廣受業界一致認同。「公司」總部位於香港，並於中國各地設有研發中心、生產基地和銷售辦事處。

「TEML」一直保持協作和創新的企業文化，推動服裝製造業的開發及技術發展的領航員。

## Position: Business Development Officer 職位：業務發展主任

## Job Responsibilities 工作範圍

- **Sales Support** – Prepare and deliver proposals, sales pitches, and product information for embroidery machines and services
- **Customer Relationship Management** – Build, develop, and manage customer relationships with major apparel brands and manufacturers
- **Event Coordination** – Source, and manage embroidery customization events for global brands;
- **Marketing Support** - Coordinate and prepare materials for exhibitions, and seminars; develop online marketing plans and operate online social media accounts
- **Market Research** – Conduct embroidery market research to identify latest trends and potential brand customer events
- **銷售支援** - 制定刺繡機和服務的提案、銷售宣傳和產品訊息
- **客戶關係管理** - 與國際服裝品牌和大型製造商開發、拓展和管理客戶關係
- **活動協調** - 國際服裝品牌繡花活動的規劃與跟進
- **市場推廣** - 線上線下研討會和實體展會的籌備，和協調工作；線上媒體的推廣規劃和賬號運營
- **市場調查** - 進行刺繡市場最新趨勢和潛在品牌客戶活動的分析和研究

## Requirements 應聘要求

- Academic background in Fashion Design, Fashion & Textile or any related disciplines is preferred
- Knowledge and experience in customer development, marketing and event planning is a plus
- Knowledge in embroidery design and operation of Tajima embroidery machine is a plus
- Proficient in Adobe software, such as Photoshop and Illustrator
- Good analytical and research skills
- Ability to prioritize and multi-task
- Good command of written and spoken English, Cantonese and Mandarin
- Travel to and stationing in Mainland China is required (accommodation and meals will be provided)
- 具有服裝設計、紡織設計或任何相關學科背景的參與者優先
- 有客戶開發、行銷和活動策劃等相關經驗優先
- 有田島繡花機刺繡操作和繡花設計的能力優先
- 熟練使用Photoshop、Illustrator等Adobe系列軟件
- 良好的分析和研究能力
- 良好管理和分配時間，可多線程工作
- 良好的英語、粵語和普通話書面和溝通能力
- 需前往或逗留在內地進行工作（公司會提供食宿安排）

## Other Details 其它細節

- Location: Kowloon Bay office (Hong Kong) and Huizhou office (Greater Bay Area)
- Remuneration: HK\$18 – 20k (\*subject to work experience)
- 工作地點：九龍灣辦公室（香港）和 惠州辦公室（大灣區）
- 薪金：HK\$18 – 20k（\*視工作經驗而定）

If you would like to join a dynamic team and participate in a exciting projects in collaboration with global brands, kindly submit your resume in PDF format to [elizalee@tajima.com.hk](mailto:elizalee@tajima.com.hk) for consideration.

應徵者如有意加入這充滿活力的團隊工作，並藉此開拓個人事業，請將個人履歷 (PDF格式) 發送至 [elizalee@tajima.com.hk](mailto:elizalee@tajima.com.hk) 以應聘。

